

Dear Coach,

I just started a new position within my department, and I am interested in receiving some additional coaching to help with the transition. Specifically, I would like to focus on how to be an effective supervisor for a much larger team than I have managed in the past. I was hoping to start coaching about once a month for my first three months in this role.

If you have the capacity to take on a new coachee, I would appreciate the opportunity to have short phone call or in person meeting with you to see if we might be a good match. Your profile looked like we would be a good fit, and I hope to learn more about your approach to coaching.

Please let me know if you are available and when works best for us to chat.

Warm regards,  
Potential Coachee